



Annexation

Application Packet

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- **Annexation application instructions**
- **Sample Annexation Petition**

Planning & Community Development Department
City of Round Rock, Texas

Effective Date May 20, 2005

ANNEXATION PACKET

This Annexation Packet consists of useful information and the required annexation petition form which is presented to the Round Rock City Council.

Requests for annexation are considered only by City Council but a letter of intent for annexation shall be submitted when a property owner is requesting original zoning. Once the original zoning request is heard and has received a favorable recommendation at the Planning and Zoning Commission Meeting, and an annexation petition signed and notarized by the property owner shall accompany the original zoning recommendation.

In addition, prior to submitting an application, the applicant shall schedule a **predevelopment conference** with the Planning Department to discuss the proposed development. Please contact the Planning Department at 512-218-5428.

ANNEXATION REQUIREMENTS

Applications for annexation shall include the following items:

- _____ **Annexation Letter of Intent** to be submitted at the time of the original zoning submittal to Planning and Zoning Commission.
- _____ **Annexation Petition**, signed and notarized by the property owner submitted no earlier than 30 days before the request is presented to the City Council.
- _____ **Legal description or metes and bounds description with sketch**, including acreage and name of survey, typed and entitled EXHIBIT "A" on 8 1/2" x 11" paper. **(Two original copies)**
- _____ Copy of **warranty deed** entitled EXHIBIT "B" on 8 1/2" x 11" paper to show proof of current ownership.

ZONING APPLICATION

DATE: _____

PETITION TO THE CITY COUNCIL:

_____ By: _____
(name of present owner) (name of agent)

hereby make(s) application to the City Council of the City of Round Rock for change in zoning designation of the property described below:

From District _____ To District _____
(present zoning) (proposed zoning)

for the purpose of _____.

LAND AREA of property to be rezoned: _____.
(acreage or square feet)

PROPERTY DESCRIPTION: (Describe only the property to be rezoned using either metes and bounds or subdivision reference.)

_____ acres out of the _____ Survey,

Abstract # _____.

(or)

_____ Subdivision; Lot _____, Block _____

(and)

Street Address(es) of the Property

Volume and Page of deed(s) which conveyed the property to the present owner:

Volume _____, Page _____, or Document No. _____, _____ acres

TYPE OF OWNERSHIP: _____ Sole Owner; _____ Community Property; _____ Partnership;
_____ Corporation; _____ Trust.

OWNER'S SIGNATURE

(mailing address)

(city, state, zip code)

(telephone)

AGENT'S SIGNATURE

(mailing address)

(city, state, zip code)

(telephone)

If ownership is other than sole or community property, name the partners, principals, beneficiaries, etc. respectively:

(name) (position)

(address) (city, state, zip code)

(name) (position)

(address) (city, state, zip code)

If there are lien holders on the property, the application must include the lien holders' signatures:

LIEN HOLDER'S SIGNATURE

(mailing address)

(city, state, zip code)

(telephone)

LIEN HOLDER'S SIGNATURE

(mailing address)

(city, state, zip code)

(telephone)

TRAFFIC IMPACT ANALYSIS (TIA)

An approved TIA shall be submitted with a Zoning Application when the proposed use will generate one hundred (100) or more vehicle trips, inbound or outbound, during the peak hour. The analysis shall be performed for the most intense use permitted in the proposed zoning district.

The TIA shall be prepared in accordance with the *Recommended Guidelines for Traffic Impact Studies* as issued by the Institute of Transportation of Engineers, a copy of which is maintained by the Transportation Director.

Please contact Alysha Girard, Development Services Manager, City of Round Rock, at 218-6646 **prior to submitting a TIA.**

The following guidelines should be reviewed prior to preparing the TIA:

- All traffic impact studies and calculations should be made according to **ITE standards.**
- The most recent edition of the ITE Trip Generation text shall be consulted for a Trip Generation average rate.
- Where available, the factor associated with the **Peak Hour of Adjacent Street Traffic** shall be used with the greater of the morning and afternoon factor chosen. For example, the highest and best use of a small commercial tract may be determined as medical office. The associated factor for this use, 720 per 1000 square feet gross floor area on a weekday during the peak hour of adjacent street traffic, would be 3.66.
- When submitting a letter regarding the number of vehicle trips for a tract, all assumptions, calculations and justification necessary for evaluation should be included.
- If the tract will generate more than 100 peak hour vehicle trips, then the factors to be considered in the TIA, as well as the level of detail, shall be agreed upon **prior to TIA submittal.**
- If the Transportation Director agrees with the determination that a tract will generate less than 100 peak hour vehicle trips, then a letter will be sent affirming that a TIA is not required.

Applications lacking an approved TIA or letter affirming that a TIA is not required shall be considered INCOMPLETE and shall not be forwarded to the Planning and Zoning Commission.

ANNEXATION OR CITY LIMITS EXTENSION

TO THE MAYOR AND GOVERNING BODY OF THE CITY OF ROUND ROCK, TEXAS.

The undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which less than three (3) qualified voters reside, hereby petition your Honorable Body to extend the present city limits so as to include as a part of the City of Round Rock, Texas, the following described territory, to-wit:

(See Exhibit "A" for field note description)

We hereby certify, under oath, that:

- (1) WE ARE THE TRUE AND ONLY OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND and as evidence thereof we have attached as Exhibit "B" a true and current copy of the Warranty Deed whereby we acquired said property, and
- (2) The above described tract of land is contiguous and adjacent to the current city limits of the City of Round Rock, Texas.

Owner(s)

SUBSCRIBED AND SWORN TO BEFORE ME, a notary public, by
_____ this _____ day of _____, 20____, A.D.

Notary Public, State of Texas

For Office Use Only
DATE RECEIVED: _____
CITY COUNCIL HEARING: _____